

S E C R E T

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140123-6  
REPORTS INVENTORYDDS/OTR/ ☐ 6 25X1

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE  
OF  
REPORT☒ STATISTICAL☒ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

☒ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

4

7. FORMAT (memorandum, form  
computer print-out, etc)  
Printed Forms

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)Finance Office, 11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)0 (Cash Account, Voucher Register, Expenses,  
Obligations and Advance Subsidiaries)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS5	3.60	24	86.40	12	\$1,036.80
GS7	4.50	18	81.00	12	972.00
GS12	8.00	1	8.00	12	96.00
					\$2,104.80

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$2,104.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Class A accounting and reporting procedures and covers allotments, obligations and expenditures. It is designed to provide current information for use by management in the control of funds and approved allotments.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

25X1

MAN-HOURS

0

DOLLARS

0 STAT

16. DATE OF INVENTORY

17

ING INFORMATION

18. EXTENSION

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Finance Officer, 

FORM 112

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(22-36-43)